

Utah Department of Health, Bureau of Child Care Licensing  
**Child Care Center Annual Announced Inspection Checklist A – General Inspection Items**

Center Name: \_\_\_\_\_ Center Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Center ID # \_\_\_\_\_

Director (or Designee): \_\_\_\_\_ Licensed Capacity: \_\_\_\_\_ Licensed Capacity Under Age 2: \_\_\_\_\_

Licensing Specialist(s): \_\_\_\_\_ # Classrooms: \_\_\_\_\_

Inspection Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Start Time: \_\_\_\_\_ am / pm End Time: \_\_\_\_\_ am / pm License Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

GENERAL INDOOR INSPECTION ITEMS		✓ = Compliance O = Noncompliance N/A = Not Applicable
<b>Posted / Entry Area Items</b>		<b>Level</b>
A1. Child care license posted in a place readily visible to the public? (Observe.) 2-10(2)		3
A2. Total # of children present exceed total licensed capacity? (Observe.) R430-2-4(4)(c)		1
A3. Total # of children present under age two exceed licensed capacity? (Observe.) R430-2-4(4)(c)		1
A4. Department's child care guide posted where parents can see it? (Observe.) 100-13(1)		3
A5. Current week's menu posted where parents can see it? (Observe.) 100-15(1)(d)		3
A6. If provider not on CACFP, is menu approved as required? (Observe.) 100-15(1)(b)		2, 3
A7. Center address and emergency numbers posted near each phone? (Ask and observe.) 100-10(1)		1, 2
<b>General Indoor Environment</b>		<b>Level</b>
A8. Peeling, flaking, chalking, or failing paint indoors? If yes, built before 1978? If yes, documentation of testing and correction? (Observe, ask if failing paint is observed.) 100-4(1)		1, 2
A9. Glass surfaces within 36" from the floor and in an area accessed by children made of safety glass or have a protective guard? (Observe.) 100-4(10)		2
A10. Facility free of insects, rodents, and other vermin? (Observe.) 100-5(3)		1, 2, 3
A11. Facility has a working telephone? (Observe.) 100-8(9)		1, 3
A12. Are children in shared areas of the center supervised? (Observe.) 100-11(1)		1
A13. Are required caregiver to child ratios maintained for children in shared areas of the center? (Observe) 100-11(4) for single age groups. 100-11(6) for mixed age groups.		1, 2, 3
A14. For centers <b>not</b> built prior to 1/1/04 and licensed as a child care center continuously since then, are group size requirements met in shared areas of the center? (Observe) 100-11(4) for single age groups. 100-11(6) for mixed age groups.		1, 2, 3
<b>Children's Restrooms</b>		<b>Level</b>
A15. One working toilet and sink for every fifteen non-diapered children? (Observe.) 100-4(2)		1, 2
A16. Are restrooms clean and sanitary? (Observe.) 100-5(1) and 100-5(2)		1, 2, 3

GENERAL INDOOR INSPECTION ITEMS	✓ = Compliance O = Noncompliance N/A = Not Applicable
A17. Is hot water accessible to children at or below 120 degrees? (Observe.) 100-12(7)	1, 2
A18. Is soap (cannot be bar soap) available for children to wash their hands? (Observe.) 100-16(2)(a)-(e)	2
A19. Only single use towels from covered dispenser or electric hand-drying device used by children? (Observe.) 100-16(3)	3
A20. Is toilet paper accessible to children, and kept on a dispenser? (Observe.) 100-16(4)	2, 3
A21. Are handwashing procedures posted at each sink, and followed? (Observe.) 100-16(5)	3
A22. Is restroom free of tripping hazards? (Observe.) 100-12(2)	2, 3
A23. Restroom free of unstable heavy equipment a child could pull down? (Observe.) 100-12(3)	1
Are the following items inaccessible to children? (Observe all.)	1
A24. Firearms, ammunition, and other weapons? 100-12(4)(a)	
A25. Tobacco, alcohol, illegal substances, and sexually explicit material? 100-12(4)(b)	1, 2
A26. When in use, portable space heaters? 100-12(4)(c)	1
A27. Toxic or hazardous chemicals? (Cleaners, insecticides, lawn products, flammable substances) 100-12(4)(d)	1, 2
A28. Poisonous plants? 100-12(4)(e)	2, 3
A29. Matches or cigarette lighters? 100-12(4)(f)	1
A30. Open flames? 100-12(4)(g)	1
A31. Sharp objects, which could cut or puncture skin? 100-12(4)(h)	1, 3
A32. For age 4 and under, strings/cords long enough to encircle a child's neck? 100-12(4)(i)	1, 3
A33. For age 4 and under, plastic bags large enough for a child's head to fit inside, latex gloves, and balloons? 100-12(4)(j)	1, 3
A34. For under age 3, choking hazards (objects less than 1-1/4" X 2-1/4")? 100-12(4)(k)	1
A35. Toxic and hazardous chemicals stored in a labeled container? (Observe.) 100-12(5)	1, 2
A36. For age 4 and under, accessible outlets and surge protectors covered? (Observe.) 100-12(6)	2
<b>First Aid &amp; Body Fluid Kits</b>	<b>Level</b>
A37. Does the center have at least one readily available first aid kit, and a second for field trips? (Ask and observe.) 100-10(3)	3
A38. Does the first aid kit include: (Observe.) 100-10(3)(a)-(g)	3
Disposable gloves?	
Assorted sizes of bandaids?	3
A gauze roll and pads?	3
Adhesive tape?	3
Antiseptic or a topical antibiotic?	3
Tweezers?	3
Scissors?	3
A39. Is there a body fluid clean up kit that is restocked as needed? (Observe and ask.) 100-16(19)(a)-(c)	2, 3

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<b>Food Service &amp; Kitchen</b>		<b>Level</b>
A40. Kitchen clean and sanitary, except for normal daily food preparation? (Observe.) 100-5(1)		2, 3
A41. Evidence of insects, rodents, or other vermin? (Observe.) 100-5(3)		1, 2, 3
A42. Children's food served on dishes, napkins, or sanitary high chair trays, except for individual serving size items placed directly in the children's hands? (Observe.) 100-15(3)		3
A43. Any food allergies/sensitivities posted in food preparation area? Are caregivers/cooks aware of them? (Observe and ask.) 100-15(4)		1, 2
A44. Refrigerated medications stored in covered container with tight lid? (Observe.) 100-17(3)		1, 2
<b>Medications</b> (N/A for this section if the center does not administer medications, or if medications are stored in individual classrooms.)		<b>Level</b>
A45. Are non-refrigerated medications inaccessible to children and stored in locked area or container? (Ask and observe.) 100-17(3)		1, 2
A46. Are all over-the-counter and prescription medications: (Observe.) 100-17(2)(a)-(d) Labeled with the child's name if brought in by a parent (if not purchased by the center for all children)?		1, 2
Kept in the original or pharmacy container?		1, 2
Have the original label?		1, 2
Have child-safety caps?		1, 2

OWNER / DIRECTOR INTERVIEW QUESTIONS		✓ = Compliance O = Noncompliance N/A = Not Applicable
<b>Personnel &amp; Staffing</b>		<b>Level</b>
A47. Is the center director at least 21 years of age? 100-7(1)		2
A48. Is the center director listed on the license still the center director, and does s/he meet director qualifications? (Get a copy of director's educational qualifications to scan.) 100-7(1)(a)-(e)		2
A49. Are all director designees at least 21 years of age? 100-8(6)		2, 3
A50. Are all caregivers at least 18 years of age? 100-7(2) Are all assistant caregivers at least 16 years of age, and do they always work under the immediate supervision of a caregiver who is at least 18 years of age? (Ask and observe.) 100-7(3)-(4)		1, 2
A51. How do you ensure caregivers under 18 are never left unsupervised with children? 100-7(3)-(4)		1
A52. Are infants or toddlers mixed with older children when there are more than 8 children present in the center? 100-24(1)		1
A53. Are there always at least two caregivers with the children whenever there are more than 8 children present at the center? 100-11(3)		1, 2
A54. If there are 8 or fewer children at the center with more than 2 children under age 2, are there always at least 2 caregivers with the group? 100-11(9)		1
A55. Do any of your cooks ever change diapers or assist in toileting children? 100-16(18) Do any of your caregivers who care for diapered children ever cook food in the kitchen for children outside of their classroom? 100-23(13)		3
A56. Are you aware of any staff at the center having been arrested, charged, or convicted of a felony or misdemeanor? 6-6(7)		1

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<b>Staff Supervision</b>		<b>Level</b>
A57. How do you train and supervise staff to ensure that children are not subjected to emotional, physical, or sexual abuse while in care? 100-8(11)(b)(iii)		1
A58. What do you train staff to do if they suspect a child has been abused or neglected? 100-8(11)(b)(i)-(ii)		1, 3
A59. What are staff trained to do when children misbehave? 100-8(11)(b)(i)-(ii)		1, 3
A60. How do you ensure staff comply with this training when children misbehave? 100-8(11)(b)(i)-(ii)		1, 3
<b>Safety &amp; Sanitation</b>		<b>Level</b>
A61. Are bathroom surfaces cleaned and sanitized daily? (Observe and ask.) 100-5(2)		1, 2
A62. Who cleans and sanitizes washable toys and materials? If someone other than individual classroom caregivers does, are they cleaned and sanitized weekly, and as needed? 100-16(8)		3
A63. Are personal hygiene items such as toothbrushes and/or hair accessories that are not sanitized between each use shared by children or used by staff on more than one child? 100-16(7)		3
A64. What do you do when children's clothing becomes wet or soiled with body fluids? Do you rinse children's clothing at the center? Is the clothing placed in a leakproof container labeled with the child's name, and given to the parent? 100-16(16)(a)-(b)		3
A65. Are there any trampolines inside the center? 100-12(11)		1
<b>Administration</b>		<b>Level</b>
A66. How do you ensure that school age children have privacy when using the bathroom? 100-4(3)		2, 3
A67. How do you ensure that the outdoor play area has a shaded area to protect children from excessive sun and heat? 100-6(10)		2, 3
A68. How do you ensure that either the center director or a designee with written authority to act on behalf of the center director is present whenever the center is open for care? 100-8(5)		1, 2, 3
A69. How many hours each week is the center director on-site at the facility? 100-8(7)		1, 2, 3
A70. Does the center director also have caregiving duties? If yes, for how many hours per week, in addition to the time s/he spends managing the center? 100-8(8)		3
A71. During the past year, has there been a child fatality, hospitalization, emergency medical response, or injury to a child that required attention from a health care provider? If yes, was the Department notified within 24 hours, and a written report sent within 5 days? 100-8(10)		3
Do you keep the following records on-site for at least six weeks:		1, 2, 3
A72. Medication permission and administration forms. 100-9(1)(h)(v), 100-17(4)(a)-(c), and 100-17(7)(e)		
A73. Incident, accident, and injury reports. 100-9(1)(h)(vi) and 100-13(4)		3
A74. Diapering records. 100-9(1)(h)(vii) and 100-23(12)		3
A75. Infant eating and sleeping records. 100-9(1)(h)(vii) and 100-24(15)		3
A76. Is food and drink brought from home labeled with child's name, and refrigerated if needed? 100-15(5)		1, 3
A77. What are your sign-in and sign-out procedures? Is each child signed in and out by the person dropping off or picking up, including date and time? Do persons signing children in and out use identifiers? Is photo ID required if an unknown person picks a child up? 100-13(3)(a) and 100-13(b)-(c)		1, 2
A78. Do parents have access to the center, and to their child's classroom, any time their child is in care? 100-13(2)		2

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<b>Animals</b>		<b>Level</b>
<b>A79.</b> Are children ever allowed to handle reptiles or amphibians? (Ask & observe.) 100-22(7)		2
<b>A80.</b> Are there any animals at the center? (N/A for remaining animal questions if the answer is no.) If yes, are all animals at the facility clean and free of obvious disease or health problems that could adversely affect children? (Ask & observe.) 100-22(2)		1, 3
<b>A81.</b> Have any of the animals at the center ever bitten anyone, or displayed any other dangerous or aggressive behavior? (Ask & observe.) 100-22(4)		1
<b>A82.</b> Who cleans the animals and their equipment? (Children may not do this.) (Ask & observe.) 100-22(5)		3
<b>A83.</b> Are animals ever allowed in food preparation or eating areas? (Ask & observe.) 100-22(6)		2
<b>Transportation &amp; Off-Site Activities</b> (N/A if the center does not transport or take children off-site.)		<b>Level</b>
<b>A84.</b> Do you get written parental permission before taking children on off-site activities? 100-20(5)(a)		3
<b>A85.</b> Do caregivers take children's emergency information and releases with them during off-site activities? 100-20(5)(b)		1, 3
<b>A86.</b> What identifying information do children carry with them during off-site activities? Does it include the name and phone number of the center, but not the children's names? 100-20(5)(e)		1, 3
<b>A87.</b> If you offer swimming activities, do caregivers remain at the pool with the children during the activity? 100-20(6)		1
<b>A88.</b> How do you ensure the temperature in vehicles is between 60-90 degrees when children are being transported? 100-21(1)(e)		2, 3